

Position Description

Head of Wellbeing – (Part time 0.8 FTE/Full-Time negotiable)

Berengarra takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all Child Safety Standards as specified in Ministerial Order No. 1359 (2022).

About Berengarra School

Berengarra School is an independent, not-for-profit, co-educational secondary school for students who have had significant difficulties in mainstream education settings. All students who attend Berengarra School have social and/or emotional disability that have contributed to their difficulties remaining engaged in education. Berengarra School offers innovative programs to engage young people and meet their individual needs in a stimulating, non-judgmental learning environment delivered by specialist staff.

Berengarra School's values of Hope, Belonging, Nurturing and Success are at the core of everything we do. Berengarra School has a strong focus on wellbeing. This is delivered through a skills-based curriculum and processes designed to realise positive outcomes in learning and social and emotional functioning of students.

Berengarra School consists of the Box Hill Campus with 50 year 7-10 students and the Pathways Campus with 30 year 10-12 students where the Victorian Certificate of Applied Learning (VCAL) is delivered.

The Role

As a member of the school's Leadership Team, the Head of Wellbeing performs an integral role in leading and enhancing all aspects of student wellbeing. They are responsible for delivering the school's wellbeing model and the wellbeing components of the school's strategic plan.

The Head of Wellbeing supports the Principal and Heads of Campus in the day-to-day running of the school, providing expert advice and consultancy around student wellbeing issues.

The Head of Wellbeing performs the role of Child Safety Advocate, ensuring that the school is compliant with its obligations under the Child Safety Standards.

This role requires travel across campuses.

Key responsibilities

- Oversee the delivery of Berengarra School's wellbeing model
- Contribute to the creation of a positive school ethos, aligning with the values of Berengarra School
- Be an active member of the Leadership Teams to drive continuous improvement
- Perform the role of Child Safety Advocate, supporting the Principal in ensuring school is in complete compliance with the Child Safety Standards.
- Ensure the school is providing an integrated and evidence-based preventive approach to support the wellbeing of our students
- Provide oversight, guidance and supervision to the School's Wellbeing Team
- Lead a strong wellbeing education program
- Support the development and implementation of student transition programs
- Support the development of strategic partnerships with organisations and agencies that support the school's wellbeing strategy
- Oversight of the school's enrolment procedure
- Liaise and consult with parents, staff and students concerning student wellbeing and pastoral needs
- Oversee the implementation of the Staff Wellbeing Plan
- Develop a support network for parents, supporting the community of the school

Professional learning and team leadership

- Provide leadership, mentoring and coaching to support staff development to promote a high performing Wellbeing Team
- Work collaboratively with teaching and support staff to embed practices that actively support student wellbeing
- Work closely with colleagues in the Wellbeing Team to develop and implement an effective approach to student wellbeing that is consistently applied across school campuses
- Mentor staff and provide constructive and informed feedback to support, promote and acknowledge exceptional pastoral support
- Promote and support relevant professional learning opportunities for wellbeing staff
- Submit professional/educational information related to wellbeing for dissemination through leadership and wider school community
- Present at staff professional learning, parent/information evenings and student assemblies as required

- Develop any relevant documentation including handbooks
- Monitor the wellbeing resources and make suggested improvements to the Executive Team
- Provision of supervision to Wellbeing Team including counsellors and youth workers
- Any other duties as required

Key Selection Criteria

Required Qualifications

- Degree level qualification in education, social work, psychology or related field
- Experience in mental health working with young people
- Experience working in a school environment
- Experience in a Leadership position
- Current Police Check and Working with Children's Check or Teacher registration
- Current Victorian Drivers Licence

Desirable

- Post graduate qualification in mental health or student wellbeing
- Knowledge/experience in trauma-informed practices or completed BSEM training
- Current First Aid qualification

Experience

- Demonstrated commitment to achieving pastoral care and a passion for the development of a holistic wellbeing approach that meets the needs of students
- Demonstrated ability to lead, motivate and inspire staff to learn, encouraging a culture of innovation, professionalism and collaboration
- Demonstrated ability to write and implement effective policy and procedure
- Proven ability to formulate and develop effective wellbeing curriculum
- Experience leading/managing a team of professionals

Skills and Knowledge

- Demonstrated ability to use research and evidence to guide decision making
- Experience of working with students with social/emotional disability
- Knowledge of trauma-informed strategies when managing students

- Ability to empower young people and encourage self-reliance, resilience and self-regulation.
- Knowledge of current innovations in wellbeing and experience in the collaborative development of professional teams
- Experience working with parents/guardians/carers

Personal Attributes

- Demonstrated ability to provide candid and considered feedback to peers, colleagues and staff
- Open and collegial, with strong leadership skills
- Excellent organisational and planning skills with the ability to lead by example and delegate effectively
- Excellent verbal, written and interpersonal communication skills
- Ability to work independently and show initiative
- Show continuing professional learning and reflection
- Self-motivated, conscientious, reliable and enthusiastic
- Honesty, integrity and compassion
- Ability to maintain confidentiality with school leadership

This position description is an overview of the duties and responsibilities of the role and does not represent the entirety of this position. The School reserves the right to vary this position description to meet the changing needs of the School. This position includes 10 weeks annual leave.